

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
UNIT 30400
APO AE 09131-0400

DIRECTIVE
NUMBER 30-38

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PERSONNEL

EUCOM Plans and Operations Center (EPOC) Manning and Personnel Management

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1. **Summary.** This directive implements the HQ USEUCOM manning of the EUCOM Plans and Operations Center and prescribes personnel management procedures governing those individuals assigned to the EPOC.
 2. **Applicability.** This Directive applies to all Headquarters United States European Command directorates, staff offices, the EPOC, and theater components.
 3. **Internal Control Systems.** This Directive contains no internal control provisions and is not subject to the requirements of the internal management control program. For HQ USEUCOM and subordinate joint activities, the applicable internal control directive is ED 50-8, Internal Management Control Program.
 4. **Suggested Improvements.** The proponent of this Directive is ECJ1-P. Suggested improvements should be forwarded to HQ USEUCOM, ATTN: ECJ1-P, Unit 30400, Box 1000, APO AE 09131.
 5. **References.**
 - a. USEUCOM Plans and Operations Center Joint Table of Distribution (JTD).
 - b. HQ USEUCOM JTD.
 - c. HQ USEUCOM Joint Table of Mobilization Distribution (JTMD).
 - d. USEUCOM Staff Manual 51-1, Manpower Controls.
 - e. Joint Staff J1 Memorandum, Subject: Manning for Standing Joint Force Headquarters (SJFHQs), dated 29 Dec 03.
 6. **Explanation of Terms.**
 - a. **EUCOM Plans and Operations Center.** An organization, which through a continuous synchronized interagency effort, conducts theater-wide operations, anticipates potential crisis

situations, identifies effects-based solutions, and plans and directs multiple simultaneous or sequential operations in support of U.S. National policy and strategic objectives.

b. EPOC Manpower Levels. Levels that prescribe the accepted manpower fill-rate and dictate EUCOM directorate/staff office support to the EPOC.

c. Level 1. Constitutes the “EPOC Core.” It is derived from billets realigned from directorates/special staff based on processes and functions shifted to EPOC responsibility. EUCOM adopted a more robust concept for the Standing Joint Force Headquarters; therefore, the EPOC Core exceeds the JFCOM prototype 58 billets. Level 1 manpower is managed on separate EPOC JTD and JTMD documents. This includes the “core Joint Operations Center (JOC)” capability and manning to support daily operations. The EUCOM billets tied with the JFCOM prototype 58 billets are realigned to PEC 0201301JE - Standing Joint Force HQ (SJFHQ) – EUCOM, per JS J1 mandate.

d. Level 2. Categorizes directorate/special staff dedicated EPOC support. The manpower for Level 2 is managed on the Headquarters USEUCOM JTD/JTMD.

e. Level 3. Comprises new, surge (which can include individual augmentation) and reach-back requirements. The variable level of 24/7 watch capability required by the Joint Operations Center (JOC) exemplifies Level 3 manning. For example, this would comprise Directorate personnel augmentation to the JOC.

f. Fill-Rate. The percentage-level of personnel manning required.

g. Rotation. The accepted length of time a person is assigned to the EPOC.

h. Reach-back Support. Assistance provided to the EPOC at their request by expertise residing in the directorates or special staff. May be on a short term or long term basis depending on the requirement

7. Responsibilities.

a. ECJ1.

(1) Reconciles this document with all existing policies on EUCOM Management Headquarters manning and personnel management, to include future directives that may be promulgated.

(2) Documents EPOC Manpower Levels on the appropriate JTD/JTMD. Updates requirement data as requested by the EPOC and coordinated with the directorates/special staff.

(3) Reviews EPOC Manpower Level 3 prioritization. Recommends resource allocation to the Chief of Staff as appropriate or determined by a Manpower Review Board. Additional manning and augmentation to the JOC portion of the EPOC will be addressed as the crisis/contingency atmosphere within EUCOM’s Area of Responsibility (AOR) dictates.

(4) Monitors the EPOC fill rate quarterly to ensure the established fill plan is maintained. Notifies directorates/special staff of fill problems as required.

(5) Requisitions personnel based on the directorate rotation plan.

(6) Reviews and provides a recommendation to the EPOC Director on requests for exception to policy to EPOC personnel evaluation plans.

(7) Facilitates an EPOC JTD/JTMD manpower review within HQ USEUCOM IAW EJMAPS submission cycles.

b. Directorates/Special Staff.

(1) Manages the EPOC personnel rotation plan for Level 1 & 2 billets, as applicable.

(2) Manages the EPOC personnel support to the JOC IAW Level 3 definition and crisis/contingency requirements.

(3) Reviews and adjusts the EPOC fill rate IAW the EPOC manning standard.

(4) Coordinates rotation and back-fill plan with ECJ1 to facilitate proper requisitioning of personnel.

(5) Provides reach-back support to the EPOC, as required.

c. EUCOM Reserve Affairs (ECRA).

(1) Identifies personnel fill for JTMD positions within the EPOC.

(2) Manages mobilization efforts for the EPOC, as required.

(3) Recruits reservists for critical positions on special tours, as needed.

d. EPOC.

(1) Monitors the EPOC fill rate and coordinates with directorates regarding rotation plan for EPOC Level 1 & 2 billets.

(2) Monitors the fill rate of EPOC personnel support to the JOC IAW Level 3 definition and crisis/contingency requirements. Coordinates requirements with all contributing parent directorates.

(3) Provides Headquarters Commandant with the EPOC personnel evaluation plan.

(4) Prioritizes unresourced new requirements (Level 3) and provides prioritization to ECJ1-PM NLT 31 August annually.

(5) Provides JTD/JTMD change requests as needed to ECJ1-PM IAW SM 51-1, Manpower Controls. Requests for JTD/JTMD changes must be coordinated with the respective Directorates.

(6) Provides surge and individual augmentation requirements for validation and tasking as needed.

(7) Manages EPOC updates to the USEUCOM Staff directory.

(8) Provides ECRA mobilization information and assistance as required for Individual Mobilization Augmentees (IMA).

(9) Tasks components for surge requirements as appropriate.

e. Headquarters Commandant (ECCS-HC).

(1) Manages the EPOC personnel evaluation plan.

(2) Provides EPOC rating guidance and responds to evaluation questions as required.

(3) Reviews and provides a recommendation to the EPOC Director on requests for exception to policy to the EPOC personnel evaluation plan.

f. Component Commands. Provide liaison officers and validated Individual Augmentation as required.

8. **Policy and General Procedures.** Manpower and Personnel Management of the EUCOM Plans and Operations Center is based on the following tenets.

a. EPOC Manpower Levels.

(1) Level 1 (EPOC Core). USEUCOM Headquarters' Special Staff and Directorates identified JTD billets to dedicate to the creation of an "EPOC Core" JTD. The EPOC can request adjustments to the EPOC JTD IAW EUCOM SM 51-1, Manpower Control.

(2) Level 2. HQ USEUCOM's special staff and directorates identified JTD billets to provide dedicated EPOC Support. These billets are captured within each directorates' section of the Headquarters USEUCOM JTD in a paragraph titled "JX EPOC Support." Directorates, with coordination with the EPOC, can request adjustments to their respective billets on the Headquarters USEUCOM JTD IAW EUCOM SM 51-1, Manpower Control.

(3) Level 3. EPOC new requirements that are considered unresourced, surge or reach-back requirements and capabilities. The EPOC must prioritize new but unresourced billets regularly in the event a funding source is identified.

b. Physical Location of EPOC Personnel.

(1) Personnel filling positions in Manpower Levels 1 & 2 of the EPOC report for duty at a designated EPOC workspace. The EPOC workspaces are located primarily in buildings 2358 and 2303.

(2) Surge personnel (Level 3) will report to duty at location designated by the specific EPOC Operational Planning Team, the Joint Operations Center or to the division they are augmenting.

(3) Reach-back personnel work in their parent directorate or component workspace unless an alternative temporary duty location is agreed upon by all parties concerned.

c. Rating Scheme.

(1) The rating policy is that Level 1 & 2 individuals will be evaluated by the EPOC chain of command. The rotation of personnel in and out of the EPOC will require that personnel evaluations and the timing of the personnel reassignments be coordinated between the contributing parent directorate and the EPOC chain of command. Prior to changing rating officials, the impact on a transitioning individual's service record must be considered. Requests for exceptions to this policy will be a coordinated item between the parent directorate and the EPOC Director, via written correspondence. Requests will be reviewed by ECJ1 and the ECCS-HC prior to being forwarded to the EPOC Director for approval.

(2) Surge personnel (Level 3). Directorates may establish surge personnel rating schemes per their discretion and in coordination with the EPOC. In most cases, the parent directorate will rate surge personnel with coordinated input from the EPOC chain of command IAW service regulations.

d. Personnel Fill Rate.

(1) EPOC Core billet staffing (Level 1) will be maintained at or above the directorate level. The goal is to maintain a fill rate that is equal to or greater than Headquarters USEUCOM average, allowing for skill, service and grade considerations. This is a coordinated effort amongst the EPOC staff, directorates and ECJ1.

(2) Level 2 billets within the EPOC will be filled at a rate greater than or equal to the service fill rate.

e. Personnel Rotation and Experience Policy.

(1) Optimally, personnel will have a minimum of 12 months of experience in Management Headquarters functions (parent directorate) before rotating to an EPOC billet. This requirement may be waived at the discretion of the parent director as coordinated with the EPOC director. The goal for the minimum tenure of a person manning an EPOC billet will be 12 months.

(2) Directorates are responsible for determining when and who to place in EPOC positions.

(3) Coordination between ECJ1, directorates/special staff, and the EPOC on the fill plan for all EPOC billets is mandatory to ensure proper requisitioning of follow-on personnel. This coordination will occur, at a minimum, quarterly.

f. Joint Table of Mobilization Distribution (JTMD). The EPOC will have a corresponding JTMD. Directorates will determine which JTMD billets will be in levels 1 and 2 of the EPOC. J1-PM will document these decisions during normal manpower change cycles. Modifications to the JTMD may be requested IAW SM 51-1 Manpower Controls.

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